

## MY ILLUSTRATIONS

### Industrial Alliance Interface Suite

#### Saving Illustrations as PDF's To Your Computer

1. After you have input all of your variables click "Print Preview" from the toolbar.
2. Once the illustration has loaded into Adobe Reader, click "File", "Save a Copy".
3. The "Save in" pull-down menu should list "My Documents", leave this as is as it is your "private" space on the My Illustrations server.
4. Type a descriptive file name in the "File name" section and click "Save".
5. Close the illustration preview window (aka Adobe Reader).
6. Exit out of the Industrial Alliance Illustration software.
7. You should now be back at the My Illustrations launch screen where you should see the Industrial Alliance icon.
8. Click the "network drive" icon.
9. Click your name from the "Folders" section of the screen on the left hand side of the window.
10. Double-click "Documents" from the right hand side of the window.
11. Single-click the file that you just saved in Industrial Alliance.
12. Click "Edit", "Copy".
13. Click "C\$ (\\Client) (V:)" from the "Folders" section of the screen on the left hand side of the window. This is your local hard drive.
14. Double-click a folder entitled "My Illustrations", if you do not have this folder proceed with step "a" below, otherwise proceed to step "15":
  - a. Click "File", "New", "Folder".
  - b. Type "My Illustrations" as the folder name and hit the "Enter" key.
  - c. Double-click the "My Illustrations" folder you just created.
15. Click "Edit", "Paste".
16. Close the window.
17. Log off of My Illustrations.
18. Click "Start", "My Computer" or "Computer".
19. Double-click your local drive (aka C:).
20. Double-click the folder entitled "My Illustrations" and you will see the PDF copy of your Industrial Alliance illustration.